

PROTOCOL FOR CHANGES TO TCMS

All inquiries **from individuals** need to be directed here: <https://ldoe.force.com/s/> The person will need to log in and/or create an account then submit a question/inquiry to be answered in the order received by our office.

If it is a **Louisiana employing school system**, please direct them also to the portal linked above, or if it is a time sensitive matter, please have them use the link to schedule office hours. They will follow the directions providing a call back number when they schedule:

- Click on the [link in the HR portal](#) for office hours
- Type in your **name & phone number** where it says “Enter Your Name” on the blue line
- Click on the right pointing arrow to advance the dates to a future date/time of your choice (keeping in mind that if you schedule 20 minutes before 9AM or 20 minutes before 3PM the reservation won’t show up for the specialist on that same day)
- Click on the circle beneath the date and time you chose (it will turn green)
- Click on blue “send” button near bottom right of screen (you may get a notice that “There are still some poll options that you haven’t seen yet, but disregard and click “send” again”).
- You know your reservation went through when the screen flashes to a new screen (surrounded by ads) where there is a green box that says, “Thank you for participating”.

At the scheduled time, we will call you at the number listed when you signed up.

The HR portal can be reached on the TeachLouisiana.net homepage (<https://www.teachlouisiana.net/>):

